

TRANSITIONAL LIVING PROGRAM (TLP) ADVOCATE AND INDEPENDENT LIVING
ARRANGEMENT (ILA) CHECKLIST

PURPOSE

To document that the TLP Advocate's residence or a youth's ILA meets pertinent physical standards as set forth in Rule CSR 40-60.040, Physical Standards for Foster Homes.

NUMBER OF COPIES AND DISTRIBUTION

The CS-TLP-1 is a two-part, self-carboning form completed by the Case Manager/Service Worker at the time of the home visit. The canary copy is given to the TLP Advocate when it is a TLP Advocate placement or the youth when it is an ILA placement. The white copy (original) is retained in the case file.

INSTRUCTIONS FOR COMPLETION

Prior to placement, the Case Manager/Service Worker shall make a home visit to determine that the placement residence meets approval requirements. The Case Manager/Service Worker shall use the CS-TLP-1 checklist as documentation that the listed requirements are met.

INSTRUCTIONS FOR RETENTION

The white copy is retained in the case file until the file is destroyed as instructed in policy.

MEMORANDA HISTORY: CS94-53